

# Random Moment Time Study (RMTS)

MANDATORY ANNUAL TRAINING FOR INDEPENDENT SCHOOL DISTRICTS (ISD)

**Federal Fiscal Year 2022**

(October 2021 to September 2022)

## RMTS Training Requirements

Beginning FFY 2022, the Primary RMTS Contact will now be required to complete annual training by the end of the 1st quarter RMTS training period (May 2021 – August 2021). A Secondary RMTS Contact will be required to complete annual training before the end of the FFY training period (May 2021 – February 2022). If your district has multiple secondary RMTS Contacts, you can select one person who will be responsible for completing the annual training to complete the required 2 district employees. If a district is contracted with an SSA, Co-op or third-party vendor, each district is still required to have at least 2 employees from their district attend training.

In addition to this, please be sure to log in on time for training. RMTS trainings begin at its exact time. Anyone who is more than 15 minutes late to any of the training, will automatically be ineligible to receive training credit. If an attendee is having technical difficulties and is not able to log in on time for training, they will need to email Time Study immediately and/or within 15 minutes of the training start time. If an attendee is having technical difficulties during training, they will need to email us immediately. Once the technical difficulty has been resolved, the attendee will need to send a follow-up email informing us. Time Study will review the information provided by the attendee, including the post training data provided to determine if the attendee is eligible to receive training credit. Please be aware that any information the attendee provides, the post training data will either confirm or question the information provided by the attendee. This means if there is a discrepancy in the information the attendee provided, they will be contacted, and more information will have to be provided before determining eligibility. Failure to do adhere to these rules will automatically disqualify the attendee from being ineligible to receive training credit.

**The RMTS Contact is responsible for ensuring the district complies with all RMTS requirements** and serves as a communicator between HHSC and their district participants. It is crucial ISD's understand that compliance with the RMTS annual training is required and mandatory. Failure to comply with this requirement can affect your district's ability to certify the participant list.

The link provided below is to the HHSC Rate Analysis Department ISD webpage. It will provide information and details about training requirements, training registration, as well as a list of contacts should you have any questions.

<https://rad.hhs.texas.gov/time-study/time-study-independent-school-districts-isd/time-study-isd-training-information>

If you have any questions, please contact the Texas Health & Human Services Commission (HHSC) Time Study Unit at (512) 490-3194 or [TimeStudy@hhsc.state.tx.us](mailto:TimeStudy@hhsc.state.tx.us).